

25X1A

16 August 1968

GUIDANCE FOR OPERATING COMPONENTS

RECORDS PURGE

Initial (30-day) Progress Report

Assumptions:

- 1) Some of your records (not already so designated) can properly be designated for early destruction.
- 2) Within the initial 30-day period of this purge effort, the necessary review of your holdings and decisions on early destruction cannot in most cases be completed. However, as a minimum, your plan for proceeding can be formulated.

Initial Report:

Please comment in your initial progress report on the following:

- 1) Name and position of officer(s) in your component responsible for the records purge.
- 2) Nature & scope of your purge plan and elements of the plan accomplished during this initial reporting period.
- 3) Survey results (within this reporting period), including what records (type & volume) have been earmarked (even if tentatively) as candidates for possible destruction.
- 4) Your work plan (including estimated dates) for proceeding with the purge.
- 5) Other comments (e.g., microfilming plans, changes in records creation and duplication procedures, etc.)

This initial report is due, with info copy for the new Records Board, on September, 1968.